

FY 05 CALENDAR (OCTOBER 2004- SEPTEMBER 2005)

[illegible]

COURSE TITLE:	MANAGEMENT ANALYSIS I: STRATEGIC OPERATIONS PLANNING	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 21-24 Mar 05	NOMINATION DEADLINE: 21 Feb 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Many organizations implicitly believe that the future will be like the past. Caught unprepared when major changes happen, they often must scramble for the right decision. This seminar will help managers, team leader, supervisors, management and program analysts and others prepare for an unknown future, and make their operations effective, productive, and aligned with their strategic plan. Participants learn strategic planning techniques and insights as well as how to ensure organizational and logistical support. They learn to align individual and organizational goals; develop insight into organizational culture; establish core competencies within the organization; analyze core processes for efficiency; link performance measure and compensation to strategy; and allocate resources to support initiatives.	
OBJECTIVE:	<p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss competitiveness, strategy and productivity. ❖ Differentiate features of operations systems. ❖ Identify elements of a good forecast. ❖ List the steps in the forecasting process. ❖ Discuss approaches to forecasting. ❖ Choose a forecasting technique. ❖ Use forecasting information. 	
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	MANAGEMENT ANALYSIS II: OPERATIONS DESIGN	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 18-21 Apr 05	NOMINATION DEADLINE: 18 Mar 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Once a strategic plan is in place, the next step is to set parameters for operations. In this course, participants learn how to conduct aggregate planning; identify products and services to offer; determine capacity and quality; develop location and layout strategies; design jobs and processes; develop operations structure; link operations and functional relationships; and organize and staff a team.	
OBJECTIVE:	<p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss system design for services. ❖ Discuss legal, ethical, and environmental issues of the workplace. ❖ Design and develop tools for evaluating quality. ❖ Use decision theory for capacity planning. ❖ Discuss facility layout. ❖ Design work systems. ❖ Design a project plan. 	
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	MANAGEMENT ANALYSIS III: OPERATIONS MANAGEMENT	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 06-09 Jun 05	NOMINATION DEADLINE: 06 May 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Setting operational goals and objectives is not enough. Effective organizations continually monitor operations and make corrections as needed. In this course, participants learn how to determine which processes need reengineering; identify and eliminate roadblocks to implementation; accurately pinpoint the real cost drivers; control inventory; manage quality; and hone their project management skills.	
OBJECTIVE:	<p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the need for supply chain management. ❖ Identify the benefits of effective supply chain management. ❖ Identify purchasing strategies and vendor selection techniques. ❖ List the requirements for an effective inventory. ❖ Determine how much to order; and when to reorder. ❖ Apply simulation strategies. ❖ Apply project management techniques to aggregate and short-term scheduling. 	
AUDIENCE:	This course is designed for management analysts, managers, and other professionals.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	MANAGEMENT ANALYSIS IV: QUANTITATIVE TECHNIQUES	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 19-22 Sep 05	NOMINATION DEADLINE: 19 Aug 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	The purpose of this course is to identify, develop, and implement analytical techniques to support managerial recommendations. Topics include the fundamentals of decision-making, including decision tables and decision trees; sensitivity analysis; queuing theory; learning curves; and simulations.	
OBJECTIVE:	<p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the implications of waiting lines. ❖ Discuss the goals of waiting line analysis. ❖ Identify measures of system performance. ❖ Develop queuing models. ❖ Develop a Monte Carlo simulation for a waiting line. 	
AUDIENCE:	This course is designed for management analysts, managers and other professionals.	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	COST BENEFIT ANALYSIS FOR DECISION SUPPORT	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 28-29 Mar 05	NOMINATION DEADLINE: 28 Feb 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	<p>Cost benefit analysis (CBA) can take too long. Circumstances change or strategic focus shifts before the CBA is complete. Decision makers and analysts end up at odds-rather than on the same team. We teach you how to use cost benefit as a practical decision making tool.</p> <p>Our 11-step approach to CBA serves both the decision maker and the CBA analyst. You learn how to refine CBA objectives, use background material wisely, and test assumptions to be sure the CBA starts on the right track. You learn how to avoid pitfalls from ineffective CBAs.</p> <p>You will gain insight into cost collection methods and selecting reasonable alternatives for your CBA. You will learn how to estimate the value of tomorrow's dollar today-to equalize uneven flows of investment, savings, or revenue dollars. We will assess benefits as both tangible and intangible returns on investment.</p> <p>You will be able to help minimize decision risk as you learn to apply sensitivity analysis to key CBA decision variables. You will learn how to evaluate CBA alternatives from both an economic and a strategic point-of-view to best aid the decision maker.</p>	
OBJECTIVE:	<p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> ❖ Discuss the requirements for a CBA. ❖ Discuss the OMB Circular A-94. ❖ Calculate the Net Present Value. ❖ Identify the net benefit among several alternatives. ❖ Discuss what a format for a CBA should contain. ❖ Perform various exercises to make decisions among alternatives. 	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	2 Days	
CPE:	16 CPEs	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	DATA ANALYSIS WITH MS EXCEL	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 02-05 May 05 11-14 Jul 05 15-18 Aug 05	NOMINATION DEADLINE: 01 Apr 05 10 Jun 05 15 Jul 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	This course allows the participant to combine data, mathematical formulas, text and graphics together in a single report or workbook. Participants learn statistics by analyzing data from real world problems-from surveys of hotel prices to physiological studies on NASA astronauts. Participants use both the text and the accompanying software to practice new skills using Microsoft Excel updated for Office 2000. Course topics include single variable graphs and statistics, scatterplots, probability distributions, tables, correlation and simple regression, multiple regression, time series, and statistical quality control.	
OBJECTIVE:	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> ❖ Work with data in Excel. ❖ Work with charts in Excel. ❖ Describe Data. ❖ Create Pivot Tables. ❖ Perform Regression Analysis. ❖ Correlation. ❖ Perform Multiple Regression. ❖ Analyze data over time. ❖ Develop Quality Control Charts. 	
AUDIENCE:	Students should have a basic understanding of Excel.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	DATA COLLECTION AND ANALYSIS TECHNIQUES	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 27-30 Jun 05	NOMINATION DEADLINE: 27 May 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	In this hands-on course, participants practice the four data collection techniques – measurement, survey, interview, and observation – through class activities and projects. Participants learn how to develop study methodology, design survey instruments, and determine sampling size and procedures. Analysis of data includes topics such as forecasting trends, determining averages and percentages, ranges of variation and standard deviation. Other topics include sampling errors; use of internal and external secondary data; quantitative and qualitative approaches to social science research; and the ethics and politics often associated with data collection and analysis.	
OBJECTIVE:	Upon completion of the course, the student will be able to: <ul style="list-style-type: none"> ❖ Develop a data collection plan. ❖ Collect data using data collection methods. ❖ Identify a statistically valid sample size. ❖ Create a sampling methodology. ❖ Conduct library research. ❖ Conduct internet research. ❖ Compute descriptive statistics. 	
PREREQUISITE:	None	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	MEASURING ORGANIZATIONAL IMPROVEMENT	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 04-05 Mar 05	NOMINATION DEADLINE: 04 Feb 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	<p>Some say you can't manage what you can't measure. Certainly if you measure the wrong things, you won't get the right result! We will focus on how to develop and maintain unit improvement measures that focus on results using a proven framework.</p> <p>We will identify organizational key result areas so that your unit measures align with important organizational objectives. You will be able to assess your measurement systems-now and later.</p> <p>You will be able to select key performance targets and examine effective measures used a variety of organizations, public and private. You'll be able to distinguish between mere outputs and useful outcomes.</p> <p>Data collection, unit consensus, and measurement tracking techniques will be carefully explored-including insights into key process improvement techniques to support your measurement efforts.</p> <p>This course helps you get the most from your next round of unit improvements in your quest to achieve useful results.</p>	
OBJECTIVE:	<p>Upon completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Design an organizational improvement plan. ❖ Select measures and targets for your improvement efforts. ❖ Design organizational improvement efforts. ❖ Measure organizational improvement. ❖ Communicate improvements to ease change management. ❖ Analyze how and why results were achieved. 	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	2 Days	
CPE:	16 CPEs	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	PERFORMANCE MEASUREMENT	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 11-12 Jul 05	NOMINATION DEADLINE: 10 Jun 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Performance measurement is central to the government's policies on management of public services and to industry's need to stay productive and competitive. Participants identify those measures critical to their organization or unit, set realistic goals, and develop a measurement system to monitor progress. Topics include preparation and analysis of mission statements; creation of customer-focused goals and objectives; classification, measurement, and interpretation of performance measures; alignment of measures to unit missions (or mandates), goals, and objective; and reporting of performance in order to gain key support.	
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Define performance measurement. ❖ Identify organizational performance measures. ❖ Develop metrics to link to the performance measures. ❖ Create a mission statement. ❖ Create organizational goals. ❖ Create organizational objectives. 	
AUDIENCE:	Managers, analysts and program personnel responsible for monitoring and reporting their activity's results.	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	2 Days	
CPE:	16 CPEs	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	PRESENTING STATISTICS USING CHARTS, GRAPHS AND TABLES	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 13-14 Jul 05	NOMINATION DEADLINE: 13 Jun 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Anyone conveying quantitative information must both understand the basics of statistics and have the skills needed to translate the data into clear, effective graphics. Participants in this course spend the first day reviewing central tendency, standard deviation, and simple correlation and regression. On the second day, they use a case study to analyze data and chart it for presentation. This course combines statistical theory and practical application, and gives participants an in-depth understanding of both statistics and charting and graphing.	
OBJECTIVE:	<p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> ❖ Organize and summarize data. ❖ Compute basic descriptive statistics. ❖ Identify charting techniques. ❖ Perform simple correlation and regression. ❖ Enter data into an Excel spreadsheet. ❖ Use Excel's functions to perform statistics. ❖ Analyze data in Excel. ❖ Chart data in Excel. 	
NOMINATIONS:	<p>NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development</p> <p>NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
LENGTH:	2 Days	
CPE:	16 CPEs	
COST:	\$300	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	

COURSE TITLE:	PUTTING NUMBERS TO WORK FOR YOU...AN INTRODUCTION TO STATISTICS	
VENDOR:	Kais E Systems, Inc. 11350 Random Hills Road Suite 650, #632 Fairfax, VA 22030	
LOCATION:	Employee Development Center, Building #2189	
	DATE: 22-25 Aug 05	NOMINATION DEADLINE: 22 Jul 05
TIME:	8:00 a.m. – 4:00 p.m.	
DESCRIPTION:	Need to dust off those math skills? Dig down and pull out the statistics? Dazzle the manager with some analysis? We have created an acronym for M.A.T.H.... Managing Analysis Tools Happily...Bring your calculator as we walk down <i>Statistics Lane</i> with step-by-step directions on how to manage those analysis skills and put them to work for you in your organization.	
OBJECTIVE:	Upon completion of the course, students will be able to: <ul style="list-style-type: none"> ❖ Define statistics and the role it plays in their organization. ❖ Evaluate numerical data. ❖ Determine when to accept and reject data. ❖ Compute measures of central tendency. ❖ Compute measures of variation. ❖ Normal Distribution. 	
NOMINATIONS:	NAVAIR TEAM employees should request training by logging onto SAP R/3 using the SAP logon-pad. Complete step-by-step instructions can be found on the Career Development Office website at Career Development NOTE: Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
LENGTH:	4 Days	
CPE:	32 CPEs	
COST:	\$575	
METHOD OF PAYMENT:	Vendor accepts GCPC (Governmentwide Commercial Purchase Card).	
POC:	(301) 757-4123	